



PR/109146 | Executive- Customer and Supply chain

#### 募集職種

##### 人材紹介会社

ジェイエイシーリクルートメントインド

##### 求人ID

1525429

##### 業種

その他（メーカー）

##### 雇用形態

正社員

##### 勤務地

インド

##### 給与

経験考慮の上、応相談

##### 更新日

2025年03月11日 10:14

#### 応募必要条件

##### 職務経験

3年以上

##### キャリアレベル

中途経験者レベル

##### 英語レベル

ビジネス会話レベル

##### 日本語レベル

ビジネス会話レベル

##### 最終学歴

短大卒：準学士号

##### 現在のビザ

日本での就労許可は必要ありません

#### 募集要項

##### Join Our Team as a Logistics Coordinator!

Are you a detail-oriented and proactive Logistics Coordinator looking for your next exciting opportunity? Do you have a passion for ensuring smooth and efficient logistics operations? If so, we want to hear from you!

**Position:** Executive Customer and supply chain

**Location:** Gurgaon

##### Key Responsibilities:

- **Finished Goods Sales Order:** Handle and manage finished goods sales orders efficiently.

- **Dispatch Planning:** Plan and coordinate the dispatch of finished goods.
- **Import Shipment Tracking:** Track and monitor import shipments, ensuring records are updated regularly.
- **Shipment Handling:** Manage the import shipment process from the port to the Mytex Factory.
- **Coordination:** Liaise with shipping lines, port authorities, ICD customs clearance agents, and transporters to ensure smooth logistics operations.
- **Vendor Payment Handling:** Manage payments to import logistics vendors.
- **Department Coordination:** Coordinate with other departments, such as Finance and Sales & Marketing, to ensure seamless operations.
- **Insurance Handling:** Handle import insurance and ensure records are updated accurately.

**Qualifications & Skills:**

- **Experience:** Previous experience in logistics and coordination within a manufacturing or similar industry.
- **Technical Skills:** Proficient in tracking and monitoring shipments, handling dispatch planning, and managing import processes.
- **Coordination Skills:** Strong ability to liaise with various stakeholders, including shipping lines, customs clearance agents, and transporters.
- **Software Proficiency:** Good working knowledge of logistics management software and Microsoft Office tools.
- **Organizational Skills:** Excellent planning, scheduling, and organizing abilities.
- **Communication Skills:** Strong communication skills to effectively coordinate with different departments and external vendors.
- **Problem-Solving:** Ability to troubleshoot and resolve issues promptly to ensure smooth logistics operations.

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会社説明